



CITY OF STOCKTON

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
EMERGENCY SHELTER GRANT (ESG)
HOME INVESTMENT PARTNERSHIP (HOME)

YEAR 2004-2005 APPLICATION

Deadline for Submitting Applications:
5:00 PM, January 5, 2004

Submit to:
**Housing and Redevelopment Department
22 E. Weber Avenue, Room 350
Stockton, CA 95202**

Hand delivery suggested. FAXed/postmarked copies will not be accepted. Proposals received after deadline will not be accepted.

I. GENERAL INFORMATION

CDBG, HOME, and ESG PROGRAMS

The City of Stockton anticipates receiving federal funds from the Department of Housing and Urban Development (HUD) to assist low and moderate income persons, provide decent housing, a suitable living environment and/or expand economic opportunities. As a recipient of the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) funds, the City allocates these funds to different activities to meet priority needs and the specific objectives identified in the City's 2000-2005 Consolidated Plan.

For the upcoming 2004-2005 Program Year, the City of Stockton expects to receive the following entitlement grant amounts:

CDBG	\$5.1 Million
HOME	\$2.3 Million
ESG	\$ 172,000

Please note that the actual funds available to spend will be different. For example, under the terms of the Section 108 loan repayment (CDBG) schedule, the City is obligated to pay the debt service first. There are other costs (administration and ongoing programs) which the City proposes to deduct from the entitlement amounts.

All eligible proposals will be reviewed by the City's Community Development Committee (CDC). The CDC is a City Council advisory committee comprised of appointed residents from all sectors of the City. Based on the proposals, the CDC will make funding recommendations to the City Council on the allocation of funds among all competing City and community projects. **Please note that submitting an application does not guarantee funding. A variety of factors are used by the CDC to make funding recommendations such as, eligibility, fit with priorities, funding availability, etc.**

HOME ELIGIBILITY

The HOME Program addresses diverse local housing needs through moderate and substantial rehabilitation, new construction, tenant-based rental assistance, and other activities. The City of Stockton will create "loan-pools" with HOME funds that will allow housing developers to apply for funds throughout the year, therefore, **APPLICATIONS WILL NOT BE CONSIDERED FOR INDIVIDUAL AFFORDABLE HOUSING PROJECTS AT THIS TIME.**

CDBG ELIGIBILITY

To be recommended for funding, a proposed activity/project must meet two requirements. The project must qualify as an eligible use of funds and must meet one of three national objectives mandated by HUD.

The following activities are eligible uses of CDBG funds under HUD's guidelines:

- Acquisition of Real Property
- Disposition of Property
- Public Facilities and Improvements
- Public Services
- Relocation
- Removal of Architectural Barriers
- Housing Rehabilitation
- Code Enforcement
- Historic Preservation
- Commercial Rehabilitation
- Special Economic Development
- Homeownership Assistance

One of the following Federal objectives must be met under HUD's guidelines:

- Provide benefit to low and moderate-income persons
- Eliminate and prevent slums and blighting elements
- Meet a particularly urgent community need (defined as providing disaster relief from flooding, earthquakes, etc.)

In addition to the federally mandated eligibility criteria, the Stockton City Council has adopted local objectives for the CDBG funds which guide funding recommendation to support the City's approved goals and objectives as outlined in the 2000-2005 Consolidated Plan. Proposals should meet one of the following City of Stockton's local objectives:

- Housing and neighborhood preservation, including new housing opportunities;
- Economic development through job retention or creation;
- Public improvements and facilities limited to the support of the first two objectives;
- Elimination of blight and blighting elements to the support of the first two objectives;
- Programs offering significant community benefit in direct support of the first two objectives.

Program beneficiaries must be principally low or moderate-income persons. This is defined as persons with incomes at or below 80% of the median family income for the Stockton Metropolitan Statistical Area. Current limits for 2003 are:

	1	2	3	4	5	6	7	8+
Median	35,400	40,500	45,500	50,600	54,600	58,700	62,700	66,800
80%	28,350	32,400	36,450	40,500	43,700	46,950	50,200	53,450

ESG ELIGIBILITY

The primary objective of the Emergency Shelter Grant (ESG) Program is to help improve the quality of life for the homeless and to help reduce the number of persons at risk of becoming homeless. To meet these objectives, ESG funds may be used for the following program activities related to emergency shelters for the homeless.

- Provision of essential services to the homeless.
- Maintenance and operating costs of shelters.
- Activities designed to prevent homelessness.
- Renovation, rehabilitation or conversion of buildings to shelters.

Program beneficiaries must be principally low or moderate-income persons. Again, this is defined as persons with incomes at or below 80% of the median family income for the Stockton Metropolitan Statistical Area (see previous table).

II. FEDERAL AND LOCAL REQUIREMENTS

CDBG, ESG, and HOME programs are also subject to other numerous Federal and local requirements, some which are listed below. Additional requirements can be found in the CDBG, ESG, and HOME regulations, OMB Circular A-110, A-122 and A-133, and the City of Stockton's guide to Affirmative Action for Federally-funded projects. We encourage all applicants to familiarize themselves with these requirements to ensure that their organization has adequate administrative systems in place.

- **Timeliness:** Federal guidelines for these funds require that funds be spent in a timely manner. Funded projects will need to be underway and generating expenditures within twelve (12) months of allocation award if not, the potential exists for funds to be de-obligated.
- **Program Income:** Funds generated as a result of CDBG and HOME funding must be reported and are subject to HUD regulations.
- **Audits:** Depending on the type of project or activity to be funded, organizations may be required to have an audit performed in accordance with Governmental Auditing Standards.
- **Accessibility:** Programs, services and projects must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Prevailing Wages:** It may be required to pay construction workers prevailing wages under the Federal Davis-Bacon Act and State SB 975 for capital projects.
- **Lead-Based Paint:** Rehabilitation activities must comply with the latest revisions of the Lead-Based Paint Poisoning Act.
- **Environmental Review and Historic Preservation:** Environmental review and historic preservation clearance must be completed before funds can be committed.
- **Ineligible Reimbursements:** Costs incurred and funds expended prior to certification of the grant or loan agreement are not reimbursable.
- **Affirmative Action:** Organizations must demonstrate efforts to utilize minority and women-owned businesses in contracting for services.
- **Relocation:** Activities that temporarily or permanently displace residents or businesses are subject to Uniform Relocation Act regulations, which require monetary benefits be paid to those displaced.

III. INSTRUCTIONS FOR COMPLETING THE APPLICATION

- Complete one application for each activity or for each funding source requested.
- Please note that organizations applying for funds for **Housing or Public Facilities Improvements** need to complete the **White and Yellow Sections of the application**.
- Organizations applying for **Public Service, Economic Development, Emergency Shelter Grant, or Other Activity** funds need to complete the **White and Blue Sections of the application**.
- **Return one (1) original application and three (3) copies with all attachments.** Forms should be typed.
- Deadline for submitting applications: **Monday, January 5, 2004, before 5:00 pm**
- Hand delivery suggested. **Postmarked deliveries or FAXed copies will not be accepted.**
- All applicants will be notified in writing of funding recommendations in April 2004. The City Council will conduct a public hearing on the recommended applications in April and will formally approve them in May. Funds will be made available only after HUD's final approval and after contracts between the organization and City are executed, which is expected to occur in Fall 2004.
- For more information or questions, please contact:

City of Stockton
Housing and Redevelopment Department
22 E. Weber Avenue, Room 350
Stockton, CA 95202
(209) 937-8539
(209) 937-8822 Fax

HELPFUL HINTS!

The following list of helpful hints should be kept in mind when completing the application. These hints are meant to assist you in helping to make your application more competitive.*

- **Answer all questions completely.** Including as much information as possible (such as cost estimates and all predevelopment activities completed to date) can make your application more competitive.
- **The City's application form must be completed and submitted.** If additional space is needed, please feel free to attach additional pages. This form is available in a Word 2000 by calling 937-8539. All applications, however must be returned on hardcopy with original signature.
- **Neatness counts.** Applications are read/reviewed by the Community Development Committee, all efforts should be made to clearly convey the details of your proposal and should be typed.
- For public facility improvement/construction projects, describe all predevelopment actions taken to date. Care should be taken in presenting a budget which reflects accurate labor and material costs. **Please note all federally funded construction projects are subject to Davis-Bacon prevailing wage requirements. Use of prevailing wage rates can triple the cost of a construction project. Budgets/estimates should account for these wage rates.** For further information about Davis-Bacon wages call 937-8061.
- Budgets should reflect all sources of leveraged financial sources of funds. **The availability of other resources in the community is foremost in the City's mind when evaluating applications. We suggest applicants be aware of and pursue other larger funding resources, if/when applicable.**
- Given the federal timeliness requirements in the use of funds, the City will only recommend funding of projects which are ready to begin operation/construction within 12 months of allocation award. Organizations should be able to demonstrate in their applications that all other funding sources have been leveraged/secured.
- **Funds allocated as part of this process will not be available until Fall 2004.** All payment of expenses against these funds are administered on a reimbursement basis. Any costs incurred prior to execution of contractual agreements with the City of Stockton cannot be paid per federal regulations of these funds.
- Application should include the organization's most recent annual audited financial statement, if one is available.

*Due to limited resources, please note that submitting an application does not guarantee that it will be funded.



1. Organization Name: _____
2. Organization Mailing Address: _____

3. Project/Program Location: _____
(If different from Organization address)
4. Executive Director: _____ Telephone: _____
5. Contact Person: _____ Telephone: _____

6. Amount Requested: _____
7. Funding Source: _____ **CDBG** _____ **HOME** _____ **ESG** (If unsure, leave blank)
8. Please check the category which best describes the type of activity for which funds are being requested:
- _____ **HOUSING** (New construction, rehabilitation, acquisition, etc. Fill out Yellow Section)
- _____ **PUBLIC FACILITY** (Acquisition, new construction, rehabilitation of a facility where a public service or program will be located. Fill out Yellow Section)
- _____ **PUBLIC SERVICE** (Operational costs of a service or program. Fill out Blue Section)
- _____ **ECONOMIC DEVELOPMENT** (Job creation/retention. Fill out Blue Section)
- _____ **OTHER** _____ (Fill out Blue Section)
9. Please provide a brief summary of the proposed program/project for which funds are requested:

REQUIRED ATTACHMENTS

All applicants must submit the following items. Applications submitted without the following information will be considered incomplete and will not be reviewed for funding.

1. Reviewed Financial Statements

All applicants must attach one copy of the organization's financial statements, which should include a Balance Sheet, Profit and Loss Statement, and a Cash Flow Statement.

- a. For organizations that have received City funding in the prior year, an audited or reviewed compilation report performed by a Certified Public Accountant for the most recent year is required.
- b. For all other organizations, either an audited report, or a compilation report, or the organization's bookkeeping records in the form outlined above (Balance Sheet, etc.), for the most recent year, is required. Please note that organizations must be incorporated and in operation twelve (12) months prior to submittal of this application.

2. Tax Status

All organizations applying for **Public Facility, Public Service, and Economic Development** activities must attach either:

- a. A determination letter from the U. S. Internal Revenue Service, confirming 501(c)(3) Tax-exempt status of organization; or
- b. A letter from the California State Franchise Tax Board certifying tax exempt status of organization.

3. Board of Directors

All applicants must attach a current list of the organization's officers and members of Board of Directors which includes their addresses, telephone numbers, and current employers.

4. Budget

All applicants must attach a copy of the organization's operational budget for the current fiscal year and proposed budget for the next fiscal year.

5. Letters of Recommendation (Optional)

Applicants may include any letters of recommendation or endorsements regarding the organization's capacity, accomplishments or need for funding.

AUTHORIZED SIGNATORY

I hereby certify that I have read this application, and the exhibits thereto, and know the contents thereof, and that the statements therein are true, and that I have been authorized by the governing board to submit this application.

_____ **Date:**
Authorized Representative Signature

Type Name and Title (Please Print)

I hereby certify that the Board of Directors has approved the submission of this application:

_____ **Date** _____
Board President Signature

Type Name (Please Print)

<p>PLEASE RETURN ONE (1) ORIGINAL AND THREE (3) COPIES OF THIS APPLICATION ALONG WITH ANY ATTACHMENTS</p>
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PROJECT INFORMATION (Complete for **Housing** and **Public Facility** activities only)

1. Please describe all planning/predevelopment steps that have been completed to date. (e.g., architectural plans, engineering, land use approvals, permits, funding commitments, etc.)
2. When will construction start and end? (Include a detailed schedule with all critical milestones)
3. Please attach a detailed project or acquisition budget. The budget should reflect the total revenue and expenditures for the entire project or acquisition with a separate column reflecting the amount requested from the City of Stockton and how City funds will be utilized.
4. If requesting funds for the housing rehabilitation or improvement of a public facility, what is the age of the building? Structures built prior to 1978 may contain lead-based paint. The removal/abatement of lead-based paint should be factored into all construction budgets if applicable.
5. Please list other funding sources. The City of Stockton expects its funds to be matched with other monies, to the maximum extent feasible. Please provide a list of other funding sources, the amounts expected to be received, and the dates other funds are expected to be received.

YELLOW SECTION

6. Please describe in detail, your plan for undertaking the project if the City approves your application for less than your organization requested. Can your project be accomplished with less than the requested amount?

QUESTIONS 7 – 14 SHOULD BE FILLED OUT ONLY FOR PUBLIC FACILITY ACTIVITIES. PUBLIC FACILITY ACTIVITIES ARE DEFINED AS ACQUISITION, REHABILITATION, OR CONSTRUCTION OF A FACILITY WHERE A PUBLIC SERVICE/PROGRAM WILL BE LOCATED.

7. For **Public Facility** activities only, will the improvements result in a new program/service or an expansion of an existing program/service? Also please explain who will benefit from this project.
8. For **Public Facility** activities only, how was the need for this program/service determined?
9. For **Public Facility** activities only, explain how this program/service differs from others programs providing similar services in Stockton/San Joaquin County. Also indicate any networking or collaboration which occurs with agencies or programs providing the same or like services:

YELLOW SECTION

10. For **Public Facility** activities only, describe your outreach and service delivery methods.

11. Federal regulations require that the use of these funds benefit principally low or moderate-income persons. For **Public Facility** activities only, describe the method you will be using to count and monitor the beneficiaries or program recipients. What are the eligibility requirements for your participants?

12. For **Public Facility** activities only, please state the average number of clients served, daily and annually.

13. For **Public Facility** activities only, of the total number of clients served annually, please indicate the number of Stockton residents you are currently serving and anticipate serving in FY 2004-2005:

Reporting Year	Number of Clients Served	Percentage of Total Clients Served
2003-2004 (If currently providing this service)		
2004-2005 (Anticipated)		

YELLOW SECTION

14. For **Public Facility** activities only, please indicate the percentage of clients to be served in 2004-2005 by income level:

Very Low Income (<50% Median)	Low Income (51%-80% Median)

15. Indicate the number of permanent and/or temporary jobs you expect to be created, if your application is funded. Also indicate number of jobs likely to be filled by a low-income person:

Job Type	Total Jobs	Low-Income Jobs (< 80% Median)	Average Pay/Hr	Number of Work Hrs/Week
Permanent				
Temporary				

16. Has your organization applied for CDBG, HOME, or ESG funds from the City of Stockton in the past? If so, when?

ORGANIZATION INFORMATION

1. What specific types of services/activities/projects does your organization provide?
2. Please describe your organization's experience. (Provide number of years in operation and accomplishments to date.)

YELLOW SECTION

3. Please attach a brief description of your organization's key management staff, including qualifications, related professional experience, education, etc. Also include a current list of all staff positions and salaries of each position in the organization. Please identify any staff member who currently sits on a community board, commission, or committee.
4. Define your entire service area (e.g., a portion of the city, entire city, county)
5. Conflict of Interest – Please identify any potential conflict of interest with this application for federal funds. Conflict of interest may exist with employees of the organization who sit on community boards, commission, or committees. Similarly, City of Stockton Council members or employees who may sit on your board of directors pose possible conflicts of interest. (Provide a current directory of your board of directors which lists each board member's employer and position)

BLUE SECTION

PROGRAM/SERVICES INFORMATION (Complete for **Public Service**, **Economic Development**, and **Other** requests only)

1. Is this a new program/service or an expansion of an existing program/service? Please explain.

2. How was the need for this program/service determined?

3. Explain how this program differs from other programs providing similar services in Stockton/San Joaquin County. Also indicate any networking or collaboration which occurs with agencies or programs providing the same or like services:

4. Describe your target program participant. How do you determine that someone is eligible to participant in your program?

BLUE SECTION

5. Describe your outreach and service delivery methods.

6. Federal regulations require that the use of these funds benefit principally low or moderate-income persons. Describe the method you will be using to count and monitor the beneficiaries or program recipients.

7. Please state the average number of clients served, daily and annually.

8. Of the total number of clients served annually, please indicate the number of Stockton residents you are currently serving and anticipate serving in FY 2004-2005:

Reporting Year	Number of Clients Served	Percentage of Total Clients Served
2003-2004 (If currently providing this service)		
2004-2005 (Anticipated)		

9. Please indicate the percentage of clients to be served in 2004-2005 by income level:

Very Low Income (<50% Median)	Low Income (51%-80% Median)

BLUE SECTION

10. For **Economic Development**, indicate the number of full-time and part-time jobs you expect to be created and retain, if your application is funded. Also indicate number of jobs likely to be filled by a low-income person:

Job Type	Total Full-time Jobs	Total Jobs Full-time & Low-income	Total Part-time Jobs	Total Weekly Hours of Part-time & Low-income Jobs
Expect to Create				
Expect to Retain				

11. The City of Stockton expects its funds to be leveraged with other sources, to the maximum extent feasible. Please provide a budget for the program/service, a list of other funding sources, and the amounts and dates other funds will be *received*. The budget should reflect the total revenue and expenses for the entire project with a separate column reflecting the amount requested from the City of Stockton and how the City funds will be utilized.
12. Please describe in detail, your plan for undertaking the project if the City approves your application for less than the amount requested. Can your project be accomplished with less than the requested amount?
13. Please describe in detail, your long-term plan to become self-sustaining without the continued need for City funds.

ORGANIZATION INFORMATION

1. What specific types of services/activities/projects does your organization provide?

BLUE SECTION

5. Conflict of Interest – Please identify any potential conflict of interest with this application for federal funds. Conflict of interest may exist with employees of the organization who sit on community boards, commission, or committees. Similarly, City of Stockton Council members or employees who may sit on your board of directors pose possible conflicts of interest. (Provide a current directory of your board of directors which lists each board member's employer and position)